GreenNY

Quick Guide to
Printing

The Executive Order 4 Printing Specification covers all affected state agency publications, including magazines, booklets, brochures, envelopes, letterheads, business cards, and forms. It is also recommended that all newly installed printers are duplex capable.

Use Recycled Content Paper

✓ Print on 100% post-consumer recycled content paper.

✓ If 100% is not available use post-consumer recycled content to the extent practicable.

✓ Apply these standards to all printed items including brochures, envelopes, letterheads, business cards and forms.

✓ Print publications and other printed items on processed chlorine free (PCF) paper to the maximum extent practicable.

✓ A recycled paper logo or the words "Printed on Recycled Paper" shall be printed on all affected state entity publications printed on recycled paper.

Duplexing

✓ Print on two sides to the maximum extent possible.

Ink

✓ Print in color only when necessary.

✓ Use water based or vegetable based lithographic ink, which will reduce the amount of VOCs released into the environment.

✓ Ink used shall also meet the EO No. 4 specification for ink at the EO 4 website.

Reporting Use

✓ All contracts for printing shall require the contractor to report to the ordering entity on the invoice the amount of paper used by weight or volume of finished product.

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